

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S&T# 1094-78

ORD-362-78

9 MAR 1978

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

SUBJECT: Recommendation for Quality Step Increase -

[REDACTED]

STAT

1. (U/AIUO) This memorandum contains a recommendation, and the reasons supporting it, to grant [REDACTED] a Quality Step Increase from GS-5, step 2, to a GS-5, step 3. STAT

2. (U/AIUO) [REDACTED] joined ORD in March of 1977 after 30 months with another Agency Office (Personnel). Since joining ORD, she has been a secretary in the Operations Technology Division. Without any previous experience in technical matters, she has acquired an effective working knowledge of not only the peculiar terminology but also the interrelationships of diverse subjects. [REDACTED] has continuously matured, professionally speaking, since joining this Division and is capable of handling a broad range of duties. [REDACTED] attention to detail and accuracy as reflected in her work recommend her very strongly for this Quality Step Increase. STAT

3. (U/AIUO) In addition to direct participation in the day-to-day operation of the Division's office, [REDACTED] has been assigned responsibility for all travel (foreign, national, and local) accounting. The measure of her effectiveness in dealing with this accounting for 17 technical officers is the unnoticed way in which it operates. Additionally, [REDACTED] deals with consulting (individual and corporate) billings received through this office. Both of these tasks require careful, timely, and accurate work which is often extremely difficult in her work environment with its other pressures and deadlines. [REDACTED] has demonstrated a remarkable ability to accomplish these critical functions. STAT

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*approved*

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4. (U/AIUO) During the past nine months, [redacted] has acted as one of the two junior secretaries in an active 17-man technical division without the benefit of experienced secretarial guidance. Her previous supervisor resigned mid-summer 1977; and although a replacement was hired, this individual was totally unfamiliar with this Division's activities (technical and administrative). Unfortunately, this supervisor then elected to retire in December 1977, thus leaving [redacted] as one of the two junior secretaries to provide continuity through the bulk of the planning cycle, as well as to maintain the day-to-day business of the office. That this is being accomplished effectively and efficiently is a reflection that she is hard working, skilled, and dedicated to her responsibilities. In performing these tasks, she has assumed responsibilities which are beyond those normally assigned to a GS-5.

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5. (U/AIUO) [redacted] supervisor, her Division Chief, and I feel her performance merits a Quality Step Increase under the criteria set forth in AF 2031a(3)b(2).

STAT

STAT

[redacted]  
Director of Research and Development

CONCUR:

15 MAR 1978

STAT

[redacted]  
Deputy Director  
for  
Science and Technology

Date

APPROVED:

1m  
Director of Personnel

21 Mar 78  
Date

C/OT/ORD/DD/S&T: [redacted] - 7 March 1978

STAT

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